



HOPI GUIDANCE CENTER  
(Child Protective Services)

**SENIOR CPS SOCIAL WORKER**

**INTRODUCTION:** This position is responsible for a variety of child protective services and social work including planning, organizing, coordinating and supervising a community based social services program in support of the Hopi Social Services Program.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Receives reports and follows-up with families experiencing a family or crisis situation which requires immediate intervention; provides social intervention and protective services for children who have been physically, sexually or emotionally abused and/or neglected and deemed to be minors-in-need of care.
2. Prepares and processes child protective legal documents, prepares case files; interviews children and parents; develops individual treatment plans and referral services; maintains strict confidentiality of all information and records.
3. Completes investigations and reports in a timely manner; accurately documents case activities and client progress; collaborates with other social services programs for efficient transition of completed child protective cases to child welfare services; requires interpretation of considerable and complex data in the provision of services to clients.
4. Prepares and coordinates correspondence, prepares required documents/reports and statistical data for reporting purposes; assists in maintaining a professional, quality assurance standards records management system.
5. Provide technical assistance to Hopi villages and the Hopi Tribal Court in processing adoptions and appropriate placements of minors in needs of care; assists villages electing to assume original jurisdiction over minor(s) and transactions of child welfare cases.
6. Supervise and coordinate activities of professional and para-professional staff; assist staff members through individual and group conferences in analyzing case problems and recommending improvements in their diagnostic and helping skills.
7. Collaborates with other social workers, Hopi Guidance Center staff, administrators or other relevant entities in administrative/program development, case planning, maintaining, developing and improving effective service delivery of Indian Child Welfare Act cases.
8. Performs other related duties as assigned and authorized.

**COMPLEXITY:** The duties involves a great degree of complexity, which includes making careful, quick, firm and highly ethical decisions for clients, based upon the assessment of difficult, complex and/or crisis social situations. Assignments involve human sensitivity and several phases being pursued concurrently or sequentially with the support of other within or outside of the organizations. Decisions regarding what needs to be done include intensity of effort, feasibility of program and compliance with established regulations, guidelines and procedures.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the HGC Administrative Director. The incumbent and supervisor, in consultation, identify the overall objectives, priorities and resources available. Incumbent plans and complete duties with a maximum degree of independence, keeping the supervisor informed of progress and potentially controversial matters. The incumbent consults with supervisor and other professional staff regarding difficult and complex situations.

Completed work is reviewed and evaluated for effectiveness, efficiency and compliance with established program objectives, tribal policies, funding regulations and procedures.

**PERSONAL CONTACTS:** Contacts are with clients, personnel of the Hopi Tribe, state, federal, law enforcement, Hopi Tribal Court, social workers, therapists, psychologists and local school personnel. The purpose of these contacts is to collaborate, coordinate and facilitate the delivery of services and foster a network of services. Contacts with clients and families often involve situations where they are reluctant, unable or unwilling to provide information.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work is performed in a standard social services agency office, client's homes, community setting and court rooms. The workload is demanding requiring work beyond the normal eight (8) hour schedule, evenings, weekends, and holidays and is subject to 24-hour on-call scheduling. The incumbent is subject to great psychological stress and pressure due to the nature of the work with potential risks present when performing investigative work or entering a violent situation. Extensive travel on and off the reservation is necessary.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Social Work or closely related discipline;

AND

B. Experience : Three (3) years para-professional social work experience, of which one (1) year must be in a supervisory position;

OR

C. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills, and Abilities:

A. Knowledge:

Working knowledge of the principles, policies, procedures, codes, laws and statutes of Ordinance #25 Hopi Children's Code and the juvenile justice system  
Knowledge of social work techniques, standardized and accepted child protective services practice(s)  
Knowledge of the symptoms and/or behaviors of abused and/or neglected children as well as juvenile delinquency

B. Skills:

Skill in interviewing, investigative techniques, research, assessment, case planning and counseling  
Verbal and written communication skills to express ideas clearly, conduct hearings, compose correspondence and prepare/maintain required reports  
Skill in establishing and maintaining good rapport with children and families  
Skill in interpreting related laws, ordinances, codes and policies.

C. Abilities:

Ability to prepare required reports  
Ability to maintain strict confidentiality of client records  
Ability to analyze problems and develop appropriate casework intervention  
Ability to effectively cope with stress and meet the demands of the position  
Ability to establish and maintain effective working relationships with others

**NECESSARY REQUIREMENTS:**

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Must possess valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Must have no felony convictions.

**PREFERRED QUALIFICATION:**

1. Speak and understand the Hopi language to translate Hopi to English and vice-versa.

**CONDITION TO EMPLOYMENT:**

All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

REVIEWED: \_\_\_\_\_  \_\_\_\_\_ 3/18/11  
Hiring Authority Date

APPROVED: \_\_\_\_\_  \_\_\_\_\_ 3/21/11  
Human Resources Director Date